

CITY OF MANCHESTER

**HUMAN RESOURCES DEPARTMENT
ONE CITY HALL PLAZA
MANCHESTER, NH 03101
TEL: 603-624-6543 (VOICE/TTY)
FAX: 603-628-6065**



LIBRARIAN III (HEAD OF CHILDREN'S SERVICES)

(Announcement No. R-001-07)

Salary Grade 20

Starting Salary: \$45,318.90/yr - plus benefits package

Exempt

Work schedule includes nights and weekends

THE JOB:

Under the direction of the Library Director, is responsible for the management and development of children's services in the library department. Job duties include collection development, programming, outreach, and supervision of Children's Department staff. Performs related duties.

MINIMUM QUALIFICATIONS:

Master's Degree in Library Science with at least five years of progressively more responsible library experience providing library services to children, including a minimum of two years of supervisory experience; or any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work. Requires knowledge and methodology for the assessment of children's services.

NOTE: Offer of hire conditional on candidate's ability to complete essential job functions, with or without accommodations, as determined by medical exam. Also note that a background check will be required.

APPLICATION PROCEDURE:

Candidates must complete a City of Manchester employment application. Resume may be submitted with application. Applications may be obtained at:

Tel. (603) 624-6543 (Voice/TTY) Fax: (603) 628-6543
Office Hours: Monday-Friday, 9:00 a.m. to 4:30 p.m.

OPENING DATE: Wednesday, Dec. 27, 2006 **CLOSING DATE:** Open

The City of Manchester is an Equal Employment Opportunity Employer

*****PLEASE POST*****